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DD/A Registry  
File Training 6

DD/A 76-1775

8 April 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : DCI Appearances in OTR-Sponsored  
Courses and Programs

1. The Office of Training recently submitted to me a list of courses and programs to which the Director is normally invited to appear.

2. Your time, as I view it, in the next few months is going to be extremely valuable. Accordingly, I have annotated the list with the simple word "Yes" or "No". That annotation is my recommendation to you. If you accept the advice, I will so inform the Office of Training and it will be only to the "Yes" entries that your presence will be sought.

/s/John F. Blake

John F. Blake

Att

Distribution:

Original - DCI

1 - ER

1 - DD/A Subject

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DD/A:JFBBlake:der (8 April 1976)

OTR Registry

76-62412

19 MAR 1976

76-1422

MEMORANDUM FOR: Executive Officer, DDA

FROM

:

[REDACTED]

Deputy Director of Training

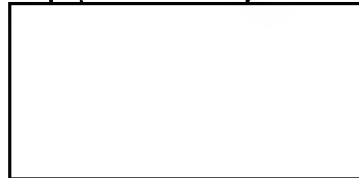
STATINTL

SUBJECT

:

DCI Appearances in OTR-Sponsored  
Courses and Programs

Attached is a list of courses and programs in which the Director is normally invited to appear. We have also listed two courses and two programs in which we believe his appearance would be appropriate. The number of times each course and program recurs annually is indicated next to the event.



Att

STATINTL

COURSES TO WHICH THE DCI IS NORMALLY INVITED TO SPEAK

- I. Internal Courses (numbers of runnings) *per year*
- |  |     |
|--|-----|
| Advanced Intelligence Seminar (3 or 4) | Yes |
| CIA Senior Seminar (2)                 | Yes |
| CIA: Today and Tomorrow (3)            | Yes |
| COS Seminar (3)                        | Yes |
| Management Seminar (6)                 | No  |
| Midcareer Course (5)                   | Yes |
| Operations Course (2)                  | No  |
| Senior Operations Course (4)           | No  |
- II. Recurring External Programs
- |  |     |
|--|-----|
| Foreign Area Officers Course from Ft. Bragg (2)  | No  |
| Visits by National War College, Military Service College or Industrial College of the Armed Forces (1) | Yes |
| JCS-DIA Orientation (2)  | No  |
| Junior Foreign Service Officers Course (6)   | No  |
| DIS: Military Attache Course (2)   | Yes |
| NSA: National Senior Cryptologic Course (2)  | No  |
| White House Fellows (1)  | Yes |
| Senior Seminar in Foreign Policy (1)   | Yes |
| Special Orientation of State Department Employees (ad hoc)   | No  |
- III. \* Guest Speaker Program (8)
- The Director sometimes meets with the speaker prior to the presentation in the Auditorium.
- \* Ad hoc it -- I will advise

OTHER APPROPRIATE APPEARANCES

- I. Internal Courses
- |  |     |
|--|-----|
| <u>Intelligence in World Affairs</u> (6) | Yes |
|--|-----|
- (Videotaped presentation either in his office or at a live presentation in one of the runnings; the tape would then be used in subsequent runnings of this course and possibly other basic courses.)

Introduction to CIA and to intelligence as a career for all new professional employees and for those advancing from sub-professional to professional status. Normally limited to 40 students generally in grades GS-05 to GS-13.

Intelligence Process Course (4)

No

Designed to give new professionals a basic knowledge of the intelligence process and the interaction between requirements, collection, analysis and presentation. Special emphasis on research and presentation methods that make finished intelligence meaningful to policy makers. Limited to 20 students, usually in grades GS-08 to GS-12.

II. External Programs

\* Brookings Conference for Business Executives on Federal Government Operations (10)

\*No

A one-week series of sessions for high-level executives from all parts of the U.S. The last event of each Conference is a visit to the Agency for a luncheon and a briefing. The briefing has been handled in the past by one of the Deputy Directors, assisted by a panel of one senior representative from each Directorate. The Director might wish to appear occasionally at the luncheon, given the relatively high level of the guests. The group usually consists of 31-32 conferees.

Foreign Service Institute course: "Intelligence and Foreign Policy" (1)

No

Members come from State, AID, USIA, and occasionally such departments of government as Library of Congress and General Accounting Office. We give them a 2-day briefing, the second day on operations. Mr. Colby has not met with this group in the recent past but Mr. Bush may wish to do so. The group usually consists of about 30 officers.

\*Proctor or Duckett handle very well.

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DD/A 76-1102

DD/A Registry

File Training 6

6 March 1976

MEMORANDUM FOR: DDA Office Directors

FROM : John F. Blake  
Deputy Director for Administration

Gentlemen:

1. As a matter of practice I have been meeting with DDA attendees of the Midcareer Course subsequent to their return to duty for the purposes of both getting feedback on how DDA presentations are received and, additionally, to elicit any comments made by non-DDA attendees concerning their perceptions of this Directorate.

2. In general all presentations by DDA officers appear to be well received. In meeting with the group that attended the last Midcareer Course the following points were made:

a. The class was not particularly looking forward to the presentations of Messrs. Yale and Malanick, thinking the subjects were rather dry and, therefore, they anticipated a mundane presentation. The class was proved wrong and both men were very well received. I have had similar comments from other groups.

STATINTL

b. The group felt that [ ] did a good job on a very complex subject, APP and PDP, but admitted to a rather collective lack of interest by the class in the subject matter. They also felt some additional time should be given to the other responsibilities of the Office of Personnel as opposed to so much time to APP and PDP.

STATINTL


c. Mr. [ ] represented the Office of Security and the class particularly commented on the uniqueness of the "show and tell" aspects, i.e., showing the various devices.

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d. The Office of Medical Services panel was well received. Several in the group felt the words on multiphasic examinations could be somewhat expanded and, additionally, felt a bit more on the physical aspects as opposed to the psychological aspects of the Office of Medical Services could be developed.

The absence of comments here on other Offices is not to be misinterpreted. The group had no specific comments to make.

3. For the benefit of the Office of Training, I record the following. The group felt consideration might be given to sending to nominated class members, prior to the course starting, selected reading material that is now given out and read during the course. I pointed out that much of this material is classified and would have to be read on duty time which might present a problem. I have no particular feelings one way or the other. I did ask if included in the reading material was the DDA monograph on history and functions. It was not made available. I would suggest that maybe it should be and prior to the DDA presentations. I should think the presentations would be more meaningful if the booklet had been read and, perhaps, would allow for the development of more and better questions by the students.

  
John F. Blake

STATINTL

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DD/A:JFBBlake:der (6 March 1976)

DD/A Registry

DD/A Registry

76 - 0537

File Training 6

OJCS 230-76  
3 FEB 1976

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Request for Approval of Cost of Training  
REFERENCE : [ ] dated 13 December 1972

STATINTL

1. Attached are Requests for Training at a Non-Agency Facility for Messrs. [ ] to attend the Data Base and Administration course, IBM, New York, N. Y. from 22 March through 2 April 1976. The estimated cost of the course, including travel and per diem, is \$1,645.00 per employee. Attendance at this course will provide Messrs. [ ] with technical training in data base design and administration and enable them to develop a capability in the development and analysis of data base management systems. STATINTL

2. Although the cost of the training course is in excess of \$1,000, we consider this training necessary and in the best interest of the Agency and recommend your approval in accordance with the referenced regulation. If approved, a Continued Service Agreement (Form 2733) will be completed by Messrs. [ ] STATINTL

[ ]

STATINTL

HARRY E. FITZWATER  
Director of Joint Computer Support

STATINTL Attachment: a/s

APPROVED:

[ ]

for Deputy Director for Administration

9/6/76  
Date

DISAPPROVED:

Deputy Director for Administration

Date

OJCS 230-76

STATINTL

SUBJECT: Messrs.  Request  
for Approval of Training

DISTRIBUTION:

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